

**From:** Farak, Sonja (DPH) <Sonja.Farak@MassMail.State.MA.US>  
**Sent:** Monday, February 6, 2012 2:03 PM  
**To:** Fuller-Jones, Sydney (DPH) <Sydney.Fuller-Jones@MassMail.State.MA.US>  
**Subject:** Travel Request - TAF paperwork

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Hi Sydney-

I'm in the process of filling out my TAF paperwork for a DEA Seminar in Dulles, VA and was told by Julie Nassif that you may be able to help me if I have questions. I guess my first question is, on the Chief of Staff Memo, who do I put in the "FROM:" line? Second, who do I forward the paperwork to in order for it to be reviewed and/or approved? I believe that Giovanni Rosas did it last year for another member of the lab, but I'm under the impression that you have taken over his position. If I am suppose to get it to you, is there a fax number I can send it to? Thanks for all of your help.

-Sonja

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